

### Health & Safety Policy Statement

In accordance with the Health and Safety at Work, etc., Act, 1974, it is the policy of the AA Global Language Services Limited to ensure, so far as is reasonably practicable, the health and safety while at work of all employees and students and the safety of authorised visitors and members of the public entering the precincts of the University. The successful implementation of this policy requires the full support and active co-operation of all employees of AA Global.

It is the duty of all employees to observe those parts of the Health and Safety Policy that are relevant to their own work and to take account of the guidance on health and safety therein.

It is AA Global's Policy, so far as is reasonably practicable

1. to provide and maintain plant and equipment and systems of work that are safe and without risks to health;
2. to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
3. to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees, clients and other visitors;
4. to maintain any place of work under the AA Global's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
5. to provide and maintain a working environment for employees that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
6. to provide such protective equipment as is necessary for the health and safety at work of employees;
7. to encourage staff to set high standards of health and safety;
8. to monitor the effectiveness of health and safety provisions within AA Global, in consultation with staff;
9. to keep the AA Global Health and Safety Policy under regular review and to duly publish any amendments.

It is equally a duty under the Health and Safety at Work Act, 1974, for everyone engaged in AA Global activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work. Those who supervise work in offices, workshops, training rooms, at whatever level, have special obligations to ensure that they do not endanger the health and safety of visitors, staff, cleaners and other colleagues. No person shall intentionally interfere with, or misuse anything provided by AA Global in the interests of health, safety or welfare.

### CHAS (Contractors Health and Safety Assessment Scheme)

AA Global are currently exploring registering for accreditation under the Scheme. See: <http://www.chas.gov.uk/> for further information